

Chapter 3: Getting Started with W2K



In this chapter we provide some basic information on using Windows 2000.

Except where stated otherwise, when we say “click on” an item, you’re supposed to use the left-most button on your mouse.

3.1 Tips for New Users

The following is a list of tasks that new users frequently perform during the first weeks running Windows 2000. We’ve taken this straight from the W2K online help file, and included it to give you ideas about how you can get more out of your computer.

On your machine, it is an interactive list with links to explanations and more information. Go to **START > HELP**, select the Index tab, and type in “tips” as the keyword. Select “for beginning users” and click **DISPLAY**.

- Change your password
- Connect to the Internet
- Find a file or folder
- Search for files and folders on your local computer and on the network.
- Locate lost files
- Access network folders easily by using the Map Network Drive wizard
- Change the appearance of items in a folder
- Share a folder or drive (in the FERMI domain, this must take place on an external server)
- Use the Personalized Menus feature
- Add a destination to the SendTo menu
- Customize your Start menu
- Change the Start menu settings
- Turn on the Active Desktop feature
- Add Web content to your desktop
- Add a program to the Quick Launch bar
- Add programs to your computer
- Change your computer name (at Fermilab, your network administrator's permission is required!)

In addition to these generic items, you may need to learn to:

- Password-lock your computer (see section 3.8 *Temporarily Locking Your Workstation*)
- Connect to remote, Kerberized UNIX hosts on the network (see section 6.1 *Connecting to Remote UNIX Hosts*)
- Use AFS Client to publish Fermilab web pages on Fermilab’s central UNIX server¹ or to transfer file to AFS space (see section 6.2 *Windows AFS Client for File Transfers to AFS Space*)



If you try to do any of these things and you find that you’re not allowed to, check with your OU administrator; some functions may have been specifically turned off for your OU.

1. Windows IIS web servers are available, too, so the AFS client may not be necessary for you.

3.2 Logging In

Under Windows 2000, you need to log in to your machine whether the machine is member of a network or domain, or even running stand-alone. When starting up W2K, first execute **CTRL + ALT + DEL** as prompted, click **OK** at the Fermilab “Notice to Users” prompt, then fill in the login box that appears.

To log into the FERMI domain

Enter:

- your username (the same name as your Kerberos principal)
- your Kerberos password (for the FERMI domain)
- at **LOG ON TO**, make sure FERMI is displayed

Your machine will probably display your username and FERMI, therefore all you normally need to enter is your Kerberos password. The values displayed are determined by the most recent login, so if you share your machine with someone else, be sure to verify that the right username and logon destination are displayed. (Note that the WIN domain is for the domain administrators only.)

Once your login information is correctly entered, press **RETURN** or click **OK** to log in.

To log into the desktop only

If for some reason you need to just log into your local machine, not the FERMI domain, provide your local password (which must be very different from your Kerberos one!), and choose your local machine name from the pop-up list in the **LOG ON TO** field. But read section 2.4 *Off-site Use* first! Typically, only desktop administrators need to log into the desktop.

3.3 Logging Off



First, an important note about logging off: If your account uses a roaming profile (discussed in section A.4 *User Profiles in the FERMI Domain*), you must remember to log off your machine at the end of your session in order to ensure that the updated profile gets copied back to the server.

To log off and leave the machine running, enter **CTRL + ALT + DEL** and select “Logoff”. Another way to do this is to select **SHUTDOWN** from the **START** menu (see section 3.7 *The Start Button*), and choose “Log off username”. Both these methods leave your machine at the prompt “Press **CTRL + ALT + DELETE** to log on”.

See section 3.4 *Booting, Rebooting, and Shutting Down* for information on shutting down your machine (recommended before turning power off).

3.4 Booting, Rebooting, and Shutting Down

To boot your machine initially, simply turn it on.

To reboot while logged on, click the **START** button (see section 3.7 *The Start Button*), choose **SHUTDOWN...**, select **RESTART** and click **YES**.

If you just want to shutdown your machine, click the **START** button, choose **SHUTDOWN...**, select **SHUT DOWN** and click **YES**. We recommend doing this before turning the power off. It prompts you to save any unsaved changes, and it makes sure data in memory is saved to disk.

If your machine is frozen, use **CTRL+ALT+DEL** to bring up the **WINDOWS SECURITY** window. Choose **SHUTDOWN**. From there you can select either **SHUTDOWN** or **RESTART**.

You should shutdown and power off your machine before any planned power outages.

3.5 Changing your Kerberos or Local Password

We discuss the guidelines for choosing a Kerberos password in section 2.3 *Kerberos Passwords*.

Users generally don’t have local accounts on their machines; local administrators do. For tips on choosing a local password, look under *strong passwords* in the Windows Help (go to **START > HELP**, choose **INDEX** tab, search on *strong passwords*).



Make sure that your local password is very different from your Kerberos password!

Both types of passwords can be changed on the same screen. From the main Windows 2000 screen, press **CTRL + ALT + DELETE** to bring up the **WINDOWS SECURITY** dialog box. Select **CHANGE PASSWORD...** to bring up the **CHANGE PASSWORD** dialog box.

Choose from the pop-up list or type in the domain or system for which you want to change your password. The one to which you are currently logged on is displayed. You must first enter your old password, then the new password must be entered twice, for confirmation. Click **OK** to complete the change.

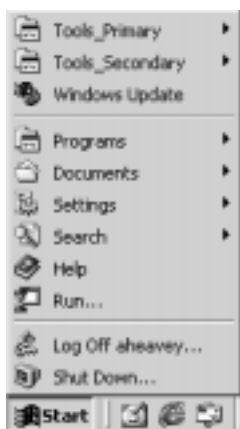
3.6 The Task Bar

The taskbar is the bar that contains the **START** button and appears at the bottom of your screen by default. The taskbar can be moved to any of the four screen edges (click on an empty area on the task bar and drag it). When you open a program, document, or window, a button appears on the taskbar for each item. Click on the buttons to quickly switch from one open window to another. (You can also use **ALT-TAB** on the keyboard to accomplish the same quick switches.)

The taskbar can display a number of toolbars and icons, depending on your configuration. Look up “taskbar, adding toolbars to” and “taskbar icons” in the W2K Help index (**START > HELP**).

You can configure your taskbar to contain a Quick Launch bar (sorry, no Quick Lunch Bar -- wouldn't that be handy, though?), which, as its name implies, contains program icons. Click an icon to launch its corresponding program. You can move the Quick Launch bar out of the taskbar if you like. For information on this topic, look up “Quick Launch bar” in the W2K Help index (**START > HELP**). The Microsoft Office Professional suite also has a feature with this type of functionality, called the Office Shortcut Bar; it is described in the Help for that suite of products.

3.7 The Start Button



The **START** button appears on the task bar. When you click on **START**, a menu similar to that shown here pops up displaying options to let you start programs, list documents you've opened recently, change settings of system components, search for files, get help, or log out/shut down. For any item that has a little black arrow to the right, just hold the cursor over it and a secondary menu of items for that option appears. Move your cursor along, following arrows from menu to menu as they pop up in a cascading manner, and finally click on the item you wish to select.

You can customize your Start menu to include other items. It is useful to include *shortcuts* to frequently accessed programs, folders or documents. Shortcuts are discussed in section 3.11.6 *Shortcuts*.

3.8 Temporarily Locking Your Workstation

Locking your workstation keeps your work both unseen and untouched by others while you are away from your desk. More importantly, if you've authenticated to the FERMI domain you have free access to many shared resources, and locking protects these resources from unauthorized use. We highly recommend that you make a practice of locking your workstation screen when you leave your desk.

To lock your workstation, first enter **CTRL + ALT + DEL**. Your screen clears and a pop-up window appears with several options. Select **LOCK COMPUTER**. A second pop-up window appears and indicates that the workstation is in use and is locked. It instructs you to enter **CTRL + ALT + DEL** to resume work. When you're ready to resume, you will need to provide your password (local or Kerberos, depending on the system to which you were logged on).

You can set your workstation such that it automatically times-out to a locked state. Go to **START > SETTINGS > CONTROL PANEL > DISPLAY > SCREENSAVER**. Check **PASSWORD PROTECTED** and give a wait time (e.g., 15

minutes). Then after any period of inactivity equal to the wait time, the computer will lock and allow resumption of work in the same way as described in the previous paragraph.

3.9 Printing

Refer to the web pages on printing:

Adding a Printer Though Network Neighborhood in Windows 2000 is at <http://computing.fnal.gov/printing/nt-net/>. *Adding a TCP/IP Printer in Windows 2000* is at <http://computing.fnal.gov/printing/nt-tcpip/>.

3.10 Email

We recommend that you get an IMAP account and use either an email client like Outlook Express or Outlook, or the IMAP server web interface to access your mail. More information can be found at <http://computing.fnal.gov/email/>.

3.11 Basic W2K Operations

3.11.1 Running and Controlling Programs

Starting a Program

There are a few ways to start programs. This is the most straightforward way:

- 1) Click the **START** button
- 2) Point to **PROGRAMS**
- 3) Point to the program you want
- 4) Click on it to start the program

Other ways include (but are not limited to):

- Double-click a shortcut on your desktop or in the Quick Launch portion of the taskbar.

- Search for a program executable in **Windows Explorer** (discussed in section 3.11.2 *Viewing the Resources of your Computer and Networked Servers*), and double-click on it there to start it. Double-clicking on a document file generally starts up its corresponding application with the document file opened.
- Click the **START** button, point to **RUN**, and enter the name or path of the program you want to run (to see where things are on your computer, again see section 3.11.2). The **RUN** pop-up window also lets you browse for the item you want.




When you really don't know where to look for a particular program, click the **START** button, point to **HELP**, select the **INDEX** tab, type or select a topic, and click **DISPLAY**. The **HELP** screen that appears may have a button you can click on to start the program, as shown below.




Controlling a Program


You can run multiple programs at a time. The taskbar displays a button for each open task, or program, so that you can switch between them easily.

A standard W2K window that displays a file's contents or in which a program is running has three buttons in the upper right-hand corner, as shown below:

- a little horizontal line (an underscore, ) for iconizing
- a single square for increasing window size to occupy whole screen () , or a double square for restoring window to a size you had set ()

- an **X** for exiting the program ()



To minimize a program window, click on its iconize button (). To restore a minimized application window, or to bring to the front one that is hidden by other windows, click on its corresponding button on the taskbar. To exit a program, click on its **X** button or press **ALT-F4**.



If a program stops responding, bring up the **TASK MANAGER** (right click in an empty portion of the taskbar and select **TASK MANAGER...** from the pop-up menu, or press **CTRL+ALT+DEL** to bring up the **WINDOWS SECURITY** box and click on the **TASK MANAGER** button). Choose the **APPLICATIONS** tab to display the window that shows which programs are running and which if any are “Not Responding”. You can use the **END TASK** button to terminate an unresponsive task. This should unfreeze your computer. If it doesn’t work, go to the command prompt and type **kill -f <process>** for the process.

3.11.2 Viewing the Resources of your Computer and Networked Servers

There are a couple of ways to view the computing resources that are immediately available to you, both local to your machine and mapped from the network. Quoting from W2K online help:

WINDOWS EXPLORER provides a quick way to see all the files and folders on your computer, and it is also a good way to copy or move files from one folder to another. Use **WINDOWS EXPLORER** if you know where the file or folder is located. (**MY NETWORK PLACES** is included on the **EXPLORER** window.)

MY COMPUTER provides a simpler view of the folders on your computer. Use **MY COMPUTER** if you want to work with a number of files in one folder, or if

you want to reorganize the contents of a folder by creating new subfolders or renaming subfolders.

To see all the resources on the network, including unmapped files and folders, use **MY NETWORK PLACES**:

MY NETWORK PLACES provides a view of all the shared computers, files and folders, printers, and other resources on the network to which your computer is connected. **MY NETWORK PLACES** presents a view of the network similar to the view of your computer presented by **WINDOWS EXPLORER**. Use **MY NETWORK PLACES** when you want to see all the resources available on the network, when you know where the resource you want is located, or when you want to copy files and folders from one network location to another or to your hard drive.

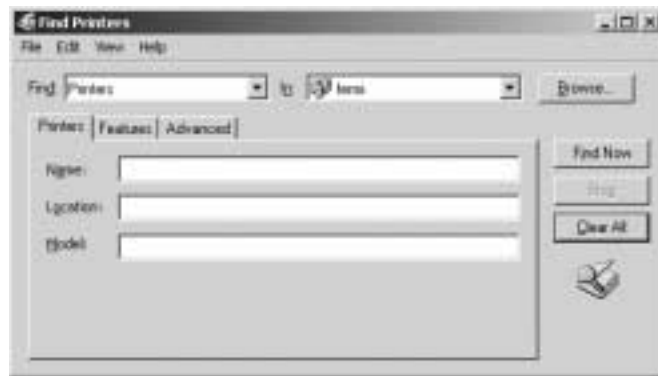
START > RUN If you know the name of a networked server/folder that you'd like to examine, you can choose **RUN** from the **START** menu, and type in the path, in the format
\\servername\folder\subfolder\..
..

In this manual, we discuss only **WINDOWS EXPLORER**. You will very likely find **MY COMPUTER** and **MY NETWORK PLACES** as icons on your desktop, but you can get to everything from one place via the **EXPLORER**.

Open Windows Explorer

To view all the disks, servers, folders and files available to you, run **Windows Explorer** in one of two ways:

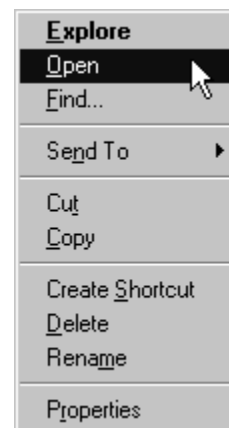
- **START > PROGRAMS > ACCESSORIES > WINDOWS EXPLORER**
- Right click on the **START** menu and choose Explore



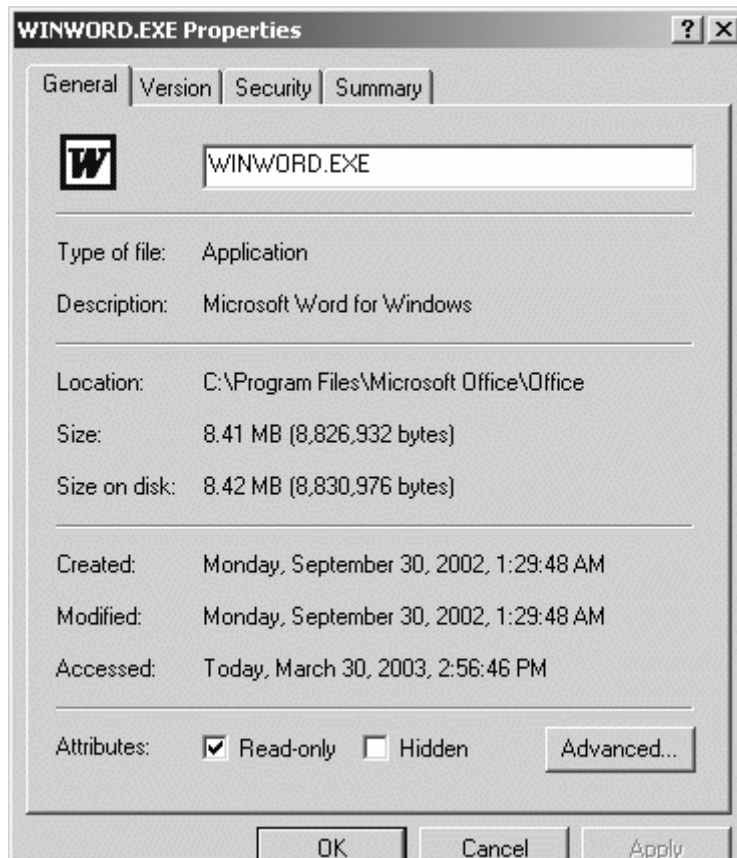
- 6) Narrow your search by filling in a printer name or features.
- 7) Click **FIND NOW** to run the search.
- 8) Select one of the search results, and double-click to connect to it. It should now appear in your printers list (**START > SETTINGS > PRINTERS**) and is available to use.

3.11.3 Identifying and Manipulating Objects and their Properties

Every object you use in Windows 2000 (e.g., files, folders, programs, shortcuts, the taskbar) comes equipped with what is called a *context menu*. Right click on any object, and its context menu appears. The menu contents, which vary according to the object type, allow you to do things such as find out information about the object, open or start it, edit it, create a shortcut to it, delete it, and so on. For example, right clicking on a typical program folder brings up the menu shown here:



A particularly useful menu item which appears on virtually every context menu is **PROPERTIES**. Clicking on **PROPERTIES** brings up a dialog box which allows you to see and in many cases configure the properties of the object. For this example, the **PROPERTIES** dialog box for the Microsoft Word product looks like this:



Rather than going into detail here about context menus and properties, we recommend that you spend a few minutes looking at the context menus for objects of various types to get an idea about the menu options that go with them, and the different properties that you can view and manipulate.

3.11.4 Copying and Moving Information

There are a few different ways to move and copy files and folders from one location to another.

Using the Left Mouse Button to “Drag and Drop”



When you use the left mouse button, you have to be aware of whether you’re moving/copying from one place to another on the same disk, or to a different disk. The following action *moves* the item when going between folders on the same disk, but *copies* the item when going between folders on different disks. Note that you can use the **ESCAPE** key to abort a move or copy operation.

- 1) Move cursor to item.
- 2) Hold down left mouse button and “drag” item to destination folder.

- 3) Let go of the mouse button to “drop” item in.

Using the Right Mouse Button

To move or copy a file or folder from one place to another (on the same or a different disk):

- 1) Place the cursor on the item you want.
- 2) Press down the right mouse button.
- 3) While holding the right mouse button down, drag the item to its destination folder.
- 4) With cursor at destination, let go of the mouse button. This brings up a menu from which you can choose **MOVE HERE** or **COPY HERE**.

Here is an alternate method for moving or copying an item to another place on same or different disk:

- 1) Click item using right mouse button to bring up context menu.
- 2) Choose **CUT** (to move) or **COPY**.
- 3) Right click on destination folder.
- 4) Choose **PASTE** from menu.

Using the Edit Menu in Windows Explorer

To move or copy a file or folder from one place to another (on the same or a different disk):

- 1) Select the item you want.
- 2) Select **CUT** (to move) or **COPY** from the **EDIT** menu.
- 3) Select the destination folder.
- 4) Select **PASTE** from the **EDIT** menu.

Copying a File to the Same Folder

To make a copy of a file within the same folder, click on item to select it, then press <**CTRL-C**> <**CTRL-V**>. It will have the file name **Copy of filename**. To give it a new name, select **RENAME** under the **FILE** menu (or do two slow clicks on the filename, not a double-click!), then type in a new name.

3.11.5 Manipulating Multiple Files/Folders

To select and operate on multiple files, first arrange the files in a convenient manner using **ARRANGE ICONS** under the **VIEW** menu in **WINDOWS EXPLORER**. Select the first file you want in the usual way. Then:

- To select a group of adjacent files, press **SHIFT** and at the same time click on the last one you want (if you have icons displayed in a grid, you can select vertically and/or horizontally).
- To select a group of nonadjacent files, hold down **CTRL**, and click on the desired files individually.

To operate on the set of selected files, continue to hold down **SHIFT** or **CTRL**, and perform the operation normally (e.g., right-click to bring up a context menu).

3.11.6 Shortcuts

A shortcut is a reference, or a pointer, to a program, file or folder. Shortcuts allow you to open programs and documents from easy-to-get-to places, while keeping the actual files elsewhere. A shortcut icon is distinguishable by a tiny arrow in its lower left corner. You click on a shortcut icon the same way you would any other icon. Shortcuts can go in your **START** menu, the Quick Launch bar, the Programs folder, any other folder, or on the desktop.

Create a Shortcut

Method 1:

- 1) Select the actual item in **WINDOWS EXPLORER**, and choose **CREATE SHORTCUT** from the **FILE** menu. Or, just right click on the icon to bring up the context menu and choose **CREATE SHORTCUT**.
- 2) A new icon appears, titled `Shortcut to item-name`, with the little arrow in the lower left corner.
- 3) Move the shortcut icon to the desired location as described in section 3.11.4 *Copying and Moving Information*.

Method 2:

- 1) Place the cursor on the item you want.
- 2) Press down the right mouse button.
- 3) While holding the right mouse button down, drag the item to the destination folder of the shortcut.
- 4) With cursor at destination, let go of the mouse button. This brings up a

menu from which you can choose **CREATE SHORTCUT**.

Method 3:

- 1) Right-click the mouse on the desktop
- 2) Select **NEW > SHORTCUT**.
- 3) Type in or browse for the path, and follow the wizard's instructions.

Add a Shortcut for a Program to the Quick Launch Bar

- 1) Go to **MY COMPUTER** or **WINDOWS EXPLORER**
- 2) Click the icon for the program you want to add, and drag it to the Quick Launch bar.

The icon for that program then appears next to the other Quick Launch icons on the taskbar.

3.11.7 Mapping Network Drives

The **MAP NETWORK DRIVE** command lets you display a network resource (a server or folder on a server) in **MY COMPUTER** or **WINDOWS EXPLORER**, which makes the network resource easier to find. It appears as though the resource is just another drive on your computer. Use **MAP NETWORK DRIVE** for network resources you use frequently and/or when you know the exact network path and name of the resource you want to connect to.

For instructions on mapping, go to **START > HELP**, select the Index tab, and search on “mapping drives”.